

WALLINGFORD  SWARTHMORE  
SCHOOL DISTRICT

200 S. PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334  
PHONE (610) 892-3470 ext. 1406 FAX (610) 892-3424

**Human Resources Department**

**NEW**  
**JURY SERVICE PROCEDURES**

**Certificated (Teachers) and Administrative Staff:**

If you receive a summons for Jury Service, the following steps are to be taken:

1. Request a postponement of your Jury Service until the summer months via the response required as part of the summons process. Human Resources will **not** write a postponement letter.
2. If you do not receive a postponement, submit your absence in Frontline/Aesop and attach a copy of your jury summons.
3. If you are required to appear for Jury Service during the school year, follow the “Process After Serving Jury Duty” below.

**Non-Teaching Staff:**

If you receive a summons for jury service and required to appear for jury service, submit your absence in Frontline/Aesop and attached a copy of your jury summons.

If you are required to appear for Jury Service, follow the “Process After Serving Jury Duty” below.

**Process After Serving Jury Duty**

✓ Following Jury Service, provide the Human Resources Department with:

- A copy of your Jury Service Certificate
- A check in the amount equal to the per diem rate paid to you by the Jury Commission in exchange for your daily rate paid by the district. You are entitled to keep any money received for meal or mileage reimbursement;

-- OR --

Please sign the back of the check you receive from the Jury Commission, write payable to WSSD, and forward the signed check to Eileen Seichepine in the Human Resources Department.